

# PROFESSIONAL SERVICES DIRECTORY

**PORTLAND OBSERVER**  
"The Eyes and Ears of the Community"  
288-0033

Phone 288-0033 -- To Place Your Ad  
Ad Rates: 5 Lines - 1 Week - \$7.50 4 Weeks - \$25.00 (add \$2.50 Per Line)

Deadline: 5:00 P.M. - Tuesday (All ads are subject to the approval of this paper, which reserves the right to edit, reject or properly classify any ad.)

<p><b>APPLIANCES</b></p> <p><b>WASHERS &amp; DRYERS</b> \$100.00 and Up CALL 282-4911</p>	<p><b>BEAUTY &amp; BARBER SUPPLIES</b></p> <p><b>Look of Radiance</b> 3512 N.E. 15th Street Portland, Oregon 284-8345</p> <p><i>Nails Only • Hair Care Salon Beauty/Barber Supply • Free Delivery</i></p>	<p><b>BEAUTY / BARBER SUPPLIES</b></p> <p><b>ja'bell's</b> <i>Beauty • Barber • Nails Supplies</i></p> <p>5832 N.E. Union Avenue Portland, Oregon 97211 (503) 281-6393</p> <p>and</p> <p>5287 N. Lombard Street Portland, OR 97203 (503) 283-6085</p> <p><i>Open: Mon. thru Sat. 9 a.m. - 6 p.m.</i></p>	<p><b>BEAUTY SUPPLIES</b></p> <p><b>P &amp; J's Beauty Salon &amp; Supply</b> 231 N. Lombard • Suite 200 Portland, OR 97217 • 289-0205</p> <p><i>Styles by E.J. Bates Low Prices • Quality Service • Deliveries</i></p>	<p><b>FLORAL - SILKS</b></p> <p><b>Eartha's Floral Connection</b> 517-1/2 N.E. Killingsworth Portland, Oregon 97211 282-3675</p> <p><i>We Do Weddings • Funerals Made-To-Order • Custom-Made</i></p>	<p><b>INSURANCE</b></p> <p><b>Ernest Warren - Agent</b></p> <p><b>Auto - Home - Life</b></p> <p><b>Health - Group</b></p> <p>P.O. Box 12652 1717 N.E. 19th Portland, OR 97212 (503) 288-4513</p>
<p>CALL THE GIRLS! FOR YOUR YARD After 1:00 P.M. 289-9122 • 286-8493</p>	<p><b>CONTRACTING-GENERAL</b></p> <p><b>Silco Construction Co.</b> 8614 N. Crawford Portland, Oregon 97203 286-8155</p>	<p><b>CONSTRUCTION</b></p> <p><b>Donald M. Drake Construction</b></p> <p>226-3991</p>	<p><b>PRINTING</b></p> <p><b>Kinko's</b> <i>Open 7 Days A Week</i> 1605 N.E. 7th Portland, Oregon 97212 284-2129</p>		

# JOBS & CLASSIFIED ADVERTISING

**PORT OF PORTLAND TECHNICAL COORDINATOR**  
Graphics

We have an excellent opportunity for an individual with design industry background to coordinate administrative needs for all department locations; maintain all department records, files, art work, samples, and other resources; administer department business and project technical details for our Visual Communications Department.

Preferred qualifications include: understanding of automated application tools such as Lotus 1-2-3, Multimate, and dBase III; demonstrated successful experience in a responsible office position; experience or equivalent course work in business or related design industry field; familiarity with the business of printing, graphics, and photography fields, and the design industry; familiarity with specification writing and implications of cost factors.

In addition to a comprehensive benefit package, the Port offers a starting salary range of \$16,910 to \$19,437 commensurate with experience.

For complete application materials and a detailed description of responsibilities and preferred qualifications, please call (503) 231-5000, extension 700, or apply in person at the Port of Portland Employment Office, 700 N.E. Multnomah Blvd., 14th Floor, Suite 1411. Resumes will not be accepted in lieu of a Port of Portland application, but may be included. All completed application materials must be received by 5:00 p.m., Friday, February 3, 1989.

The Port of Portland is an Equal Opportunity Employer.

**MULTNOMAH COUNTY BUYER**

Salary: \$12.06 Per Hour

Responsible for acquisition of a wide variety of commodities and services including professional and construction services; requires two years of purchasing experience, preferably public; apply by February 17, 1989.

**PET LICENSE SOLICITOR**

Salary: \$6.00 Per Hour

Temporary three month position with Multnomah County Animal Control responsible for selling pet licenses and distributing educational materials door-to-door, plus a variety of clerical duties; requires six months of work experience dealing with the general public, must be available to work a flexible schedule including evenings and weekends, must have a valid driver's license and a residence telephone by time of appointment, and may require use of private vehicle; apply by February 17, 1989.

**PROGRAM DEVELOPMENT TECHNICIAN**

Adult Housing Program  
Salary: \$9.98 Per Hour

Technical Administrative work assisting in the development and implementation of the Adult Housing Program; requires six months of experience in program planning, development or evaluation in the area of social services, preferably involving housing for elderly or other dependent persons; apply by February 17, 1989.

**WHERE TO APPLY:** Multnomah County Employee Services, Room 1430, 1120 S.W. Fifth Avenue, Portland, OR 97204.  
Equal Opportunity Employer

**SENIOR HRIC TECHNICIAN**  
Part-Time

The Port of Portland is seeking a temporary, part-time Senior HRIC Technician to provide technical input processing and edit controls for a complex interdepartmental data base. Additional duties include analyze and maintain audit trails initiating correction actions as required, writes basic ad hoc reports, verifies pay rates and earning numbers in HRS/Payroll master files and other related technical assignments.

Preferred qualifications include:

- Demonstrated successful experience on a HR computerized main frame system, (INSCI, MSA or ISI).
- Knowledge of interfaced system's processing and ability to communicate and solve problems with Data Processing personnel.
- Technical understanding of Personnel/Payroll system's use, processing and control with interrelation of multitudinous data fields.
- Knowledge of the effect of individual data changes on interrelated and interfaced master files.
- Ability to translate data processing output in user terms.
- Some knowledge of Personnel and/or Payroll procedures helpful.
- High initiative to coordinate the many interrelated duties consistent with computerized maintenance processing.
- Ability to identify and keep confidential information.
- Ability to be accurate when working under deadlines.

The Port offers a starting salary range of \$8.91 to \$9.80 per hour.

If interested and qualified, apply in person at the Port of Portland Employment Office, 700 N.E. Multnomah, 14th Floor, or call 231-5000, extension 700 for an application packet. Resumes with not be accepted in lieu of application, but can be included. All applications must be received no later than February 3, 1989.

The Port of Portland is an Equal Opportunity Employer.

**BANKING**

**TELLERS**  
PART-TIME

Security Pacific Bank Oregon has opportunities available for individuals with previous cash handling experience and a commitment to the highest level of client service.

Responsibilities include providing the highest level of quality service to clients by receiving, paying out, and keeping accurate records of all transactions. Qualified applicants will have a minimum of six months previous cash handling experience, 10-key by touch, discipline, self-motivation, strong client relations attitude, and basic math skills to perform routine calculations. Part time positions available in downtown Portland, Lake Oswego, and Hillsboro.

As part of Security Pacific, the 6th largest Bank Holding Company in the country, we offer highly competitive salary commensurate with experience, excellent flexible benefits program, and superior advancement potential. Please send a resume with salary requirements to:

**SECURITY PACIFIC BANK OREGON**  
Personnel Department  
1001 S.W. 5th Avenue  
P.O. Box 3066  
Second Floor  
Portland OR 97208  
(503) 796-3878

**APPLICANT HOURS:**  
9:00 a.m.-1:00 p.m. Mon.-Fri.  
Equal Opportunity Employer

**DIRECTOR OF INFORMATION SYSTEMS**

Applicant with demonstrated leadership ability is needed to direct the operation of the institution's Administrative Computing Services. Send letter of application, resume & names & telephones of 3 references by 2-20-89:

R. Collver, Watzek Library  
**Lewis & Clark College**  
Portland, OR 97219  
Info.: (503) 293-2763  
~Equal Opportunity Employer

**\$60.00 PER HUNDRED**  
Remailing letters from home! Details, send self-addressed, stamped envelope. Associates, Box 309-T, Colonia, NJ 07067.

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**DATA PROCESSING ENGINEERING COMPUTER SYSTEMS ANALYST**

The Port of Portland is seeking an experienced Engineering Computer Systems Analyst to join its Engineering Department. Position objectives include:

- Working directly with all levels of Engineering Services personnel in performing microcomputer and CAD system applications and programming.
- Provide technical support services to Engineering personnel microcomputer network and CAD system users.
- Administer Engineering Department microcomputer and CAD computer procurement and maintenance programs.

Preferred qualifications include:

- Degree in computer science or an engineering discipline with computer application course work.
- Course work or experience affording good working skills in microcomputers, work processing, communications or systems analysis.
- In-depth knowledge in the use of microcomputer software packages. Must know Lotus 1-2-3, including Macros, word processing and be familiar with data base management concepts.
- Ability to install, configure and upgrade computer equipment.
- Ability to communicate well, orally and in writing.
- A working knowledge of CAD computer system hardware and software.
- Ability to work with people in a friendly, helpful, tactful and courteous manner.
- Ability to work with people in a friendly, helpful, tactful and courteous manner.
- Ability to productively lead meetings and to teach users how to maintain and use their systems.
- Demonstrated successful experience in analysis and the use of data processing equipment.
- Ability and willingness to work overtime on occasion.

In addition to a comprehensive benefit package, the Port offers a starting salary of \$27,880-\$33,530, commensurate with experience, with a full salary range of \$26,880-\$40,180.

If interested and qualified, apply in person at the Port of Portland Employment Office, 14th floor, 700 N.E. Multnomah or call (503) 231-5000, extension 700 for complete application materials. Resumes will not be accepted in lieu of an application, but may be included. All applications must be received by 5:00 p.m., Friday, February 17, 1989.

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**INSURANCE**

**FLEXIBLE BENEFITS COORDINATOR**

Blue Cross & Blue Shield of Oregon is currently accepting applications for a Flexible Benefits Coordinator for the Marketing Department. The Flexible Benefits Coordinator will develop & coordinate internal & external marketing functions to insure the successful & legal application of Section 125 Flexible Spending Accounts. In addition, the Coordinator will train & support the marketing staff & group agents to help sell, design & set up flexible spending accounts. Qualified candidates must have a degree in Business or related field and/or 3-5 years outside sales experience, a health insurance license, and public speaking experience. The future direction & applications of the Flexible Spending Accounts will also be the responsibility of the Coordinator.

Blue Cross and blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary.

**MEDICAL CLAIMS ANALYSTS**

Blue Cross & Blue Shield of Oregon is currently accepting applications for a Medical Claims Analysts. This position is responsible for accurate and timely payment of Blue Cross & Blue Shield of Oregon's medical claims. Experience necessary to perform this task will include:

- 1 year recent clerical work experience in a doctor's office or hospital setting.
- Demonstrated knowledge of medical terminology and anatomy. This may be obtained through a classroom setting or office experience.
- ICD-9/CPT-4 coding.
- A minimum of 6-12 months experience using a CRT in a production oriented environment.
- Fast, accurate use of a 10-key calculator.
- Previous claims processing or insurance billing experience highly desirable.

Position begins March 27, 1989.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary.

**SECRETARY TO Vice President/ Government Programs**

Blue Cross & Blue Shield of Oregon is currently accepting applications for the position of Secretary to Vice President, in their Government Programs Department. Qualified applicants must have five years secretarial experience in an administrative environment, excellent grammar, spelling, punctuation, and composition skills. Two years college desirable. Working knowledge of personal computers and word processors required. A minimum of 75 wpm typing and 80 wpm shorthand a must.

Blue Cross and Blue Shield of Oregon offers an excellent employee benefits package, flex-time work hours, and competitive salary. Please apply or send resume to:

**Blue Cross and Blue Shield of Oregon**  
Human Resources Dept., 5th Fl.  
100 S.W. Market  
Portland, OR 97201

*Equal Opportunity Employer*

Interested in becoming a Catholic or returning to the Catholic Church? Call Fr. Ted or Sis. Kathleen at St Andrew's Catholic Church 281-4429

**TCI Cablevision of Oregon, Inc.**, an Equal Opportunity Employer, currently has an opening for the following position:

**CUSTOMER SERVICE MANAGER**  
Full-Time

**QUALIFICATIONS:** Associates Degree or equivalent combination of experience and education. Advanced skills in the following areas in regard to cable television: telephone techniques, product knowledge, sales, retention, trouble shooting, billing procedures. Prefer having formal training and extensive experience in computer science and management information systems. Supervising staff of 10 or more.

College degree or high school degree with 4 years of cable experience. Salary is negotiable. Training is provided.

Applications accepted until February 20, 1989. Interested parties may submit applications/resumes by mail to:

**TCI Cablevision of Oregon, Inc.**, P.O. Box 8677  
Portland, OR 97207  
Attn.: Joe Bonica, General Manager

*Equal Opportunity Employer*

**INSTRUCTORS**  
(Reading, writing, ESL, math, electives & PE). U of O Upward Bound Program summer session June 18 - August 13, 1989. Applications available at UB, 1859 E. 15th, Eugene, OR 97403. Deadline March 1, 1989.

**COUNSELORS**  
(Live-in)  
U of O Upward Bound Program summer session June 18 - August 13, 1989. Applications available at UB, 1859 E. 15th, Eugene, OR 97403. Deadline March 1, 1989.

*An Affirmative Action/ Equal Opportunity Employer Minorities and Women Encouraged To Apply*

**TRANSPORTATION PLANNER**

Assistant or Associate  
Salary: \$22,199-\$25,526/Yearly  
Requires degree in transportation planning, engineering, environmental sciences, or related field. Associate position requires 2 years experience. Submit resumes by 2/17/89 to:

**Tahoe Regional Planning Agency**  
P.O. Box 1038  
Zephyr, Cove, NV 89448  
(702) 588-4547  
*Equal Opportunity Employer*

**REAL ESTATE/SALES**

**REAL ESTATE WANTED**

Realtor/investor desires to purchase low-priced vacant lots and repairable houses in close-in Northeast and North Portland. All cash or your terms. Leave message at 286-7239.

**CAREER OPPORTUNITIES**

**ENTERTAINMENT CAREERS**  
*People Wanted For Stage, Screen, Modeling*  
Call or Send Composite To:  
**Take One Chicago**  
36 W. Randolph • Suite 301  
Chicago, Ill 60601  
Or Call (312) 641-5510

**CD Medical, Inc.**

**MANUFACTURING ENGINEER**

Consider a career in the health care industry with a fortune 500 company.

CD Medical, a manufacturer of electromechanical dialysis equipment, seeks a self-motivated individual to support the printed circuit board manufacturing process, i.e., wave soldering, cleaning, and assembly techniques. Responsible for procedures, process validation and controls, PM programs, and general manufacturing support. Individual should be able to identify, evaluate and justify process/equipment improvements. Skills should include good communication, interpersonal skills, and ability to handle a number of projects at the same time. B.S. in engineering or related field required.

We offer an exciting team environment, competitive salary and benefits. Send resume and salary history to:

S. Firman  
**CD Medical Inc.**  
13520 S.E. Pheasant Ct.  
Portland, Oregon 97222  
*Dedicated to the principle of Equal Opportunity Employment*

**PUBLIC NOTICE**

The Private Industry Council serving Multnomah and Washington Counties and the City of Portland will submit its Job Training Partnership Act (JTPA) 1989 Title IIB Summer Youth Employment and Training Plan to the State of Oregon Job Training Partnership Administration on February 10, 1989. Basic skills training, work experience, on-the-job training and other allowable training activities will be provided for 1505 economically disadvantaged 14-21 year old residents of Multnomah and Washington Counties and the City of Portland of a period of approximately 8 weeks during the summer of 1989. Job Training Partnership Act (JTPA) funding will total \$2,290,115.

Copies of the draft plan are available upon request. Written comments are due by March 10, 1989 to the address listed below:

**Dennis Cole, President**  
**The Private Industry Council**  
520 S.W. Sixth Avenue, Suite 400  
Portland, Oregon 97204-1518

**CD Medical, Inc.**

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Or Call (312) 641-5510